

**CHARTER TOWNSHIP OF FENTON BOARD OF TRUSTEES
MINUTES FOR REGULAR MEETING OF DECEMBER 2, 2013**

**FENTON TOWNSHIP CIVIC COMMUNITY CENTER
12060 MANTAWAUKA DRIVE, FENTON, MICHIGAN**

Supervisor Mathis called the meeting to order at 7:30 p.m.

Present: Mathis, Krug, Tucker, Goupil, Kesler, Lorraine, Shumaker, Attorney
Cooley and Operations Manager Broecker

Absent: None

PLEDGE OF ALLEGIANCE:

Supervisor Mathis led the pledge of allegiance to the flag.

APPROVAL OF AGENDA:

Motion to approve the 12/2/13 Fenton Township Board Meeting agenda as presented.

Motion by: Krug

Seconded: Tucker

Ayes: All

Nays: None

Motion carried. The agenda is approved.

MEETING MINUTES:

The minutes for the 11/4/13 regular meeting and 11/19/13 special meeting stand approved as presented.

EXPENDITURES:

Motion to approve invoices and expenditures for all funds totaling \$549,806.61 for payment as presented.

Motion by: Tucker

Seconded: Goupil

Ayes: Mathis, Krug, Tucker, Goupil, Kesler, Lorraine, Shumaker

Nays: None

Motion carried.

PUBLIC HEARINGS:

Proposed 2014 Fenton Township Budget

Supervisor Mathis reported that the proposed 2014 Fenton Township budget was previously distributed to the board and has also been on file at the Township office. Operations Manager Broecker briefly reviewed the entire budget. It was noted that the proposed budget for the General Fund is a "balanced budget" (revenues = expenditures). The Fire Fund shows a projected surplus for 2014 as funds are accumulated for the next capital purchase. In the Solid Waste Management and Mosquito Control budgets, the budgeted expenditures are higher than the revenues to use up excess cash reserves. The Sewer Fund projection includes revenues/cash inflows \$287,000 less than expenditures/cash outflows, resulting in a reduction in cash reserves. There was no public comment.

Clerk Krug presented the following resolution:

RESOLUTION NO. 2013-24

The Board of Trustees of the Charter Township of Fenton resolves:

**CHARTER TOWNSHIP OF FENTON BOARD OF TRUSTEES
MINUTES FOR REGULAR MEETING OF DECEMBER 2, 2013**

Section 1: Title

This resolution shall be known as the Fenton Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 42.26, notice of a public hearing on the proposed budget was published on the Township's website and in a newspaper of local circulation, and a public hearing on the proposed budget was held on December 2, 2013.

Section 5: Estimated Revenues

Estimated township General Fund revenues for fiscal year 2014, including an operating millage of .7122 mills, and various miscellaneous revenues shall total \$2,710,600.

Estimated township Fire Fund revenues for fiscal year 2014 shall total \$639,700.

Estimated township Sewer Fund revenues for fiscal year 2014 shall total \$6,372,200.

Estimated township Mosquito Control Fund revenues for fiscal year 2014 shall total \$152,500.

Estimated township Solid Waste Management Fund revenues for fiscal year 2014 shall total \$703,000.

Section 6: Millage Levy

The Fenton Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to .7122 mills for general township operations.

Section 7: Estimated Expenditures

Estimated township General Fund expenditures for fiscal year 2014 for the various township cost centers are as follows:

101-Township Board	\$	71,900
171-Supervisor		42,700
191-Elections		23,600
209-Assessor		159,200
215-Clerk & General Administration		486,900
247-Board of Review		4,300
253-Treasurer		30,500
265-Building & Grounds		209,300
276-Cemeteries/Museums		9,000
301-Law Enforcement		682,000

**CHARTER TOWNSHIP OF FENTON BOARD OF TRUSTEES
MINUTES FOR REGULAR MEETING OF DECEMBER 2, 2013**

371-Inspection/Ordinance Enforcement	67,700
401-Planning & Zoning	54,200
445-Drains at Large	42,100
446-Highways, Roads & Bridges	304,900
801-PEG Programming	108,000
805-Auditorium - Civic Center	14,400
815-Zoning Board of Appeals	8,400
865-Insurance	241,500
965-Operating Transfers	<u>150,000</u>
TOTAL	\$ 2,710,600

Estimated township Fire Fund expenditures for fiscal year 2014 for the various township cost centers are as follows:

265-Building & Grounds	\$ 52,500
336-Fire Dept. Operations	442,900
865-Insurance	<u>94,600</u>
TOTAL	\$ 590,000

Estimated township Sewer Fund expenditures, excluding capital improvements, for fiscal year 2014 for the various township cost centers are as follows:

000-County Services/Debt	\$ 3,342,100
536-Sewer Operations	1,232,500
865-Insurance	<u>70,000</u>
TOTAL	\$ 4,644,600

Estimated township Mosquito Control Fund expenditures for fiscal year 2014 shall total \$169,300.

Estimated township Solid Waste Management Fund expenditures for fiscal year 2014 shall total \$758,000.

Section 8: Adoption of Budget by Reference

The General Fund, Sewer Fund, Fire Fund, Mosquito Control Fund and Solid Waste Management Fund budgets of the Charter Township of Fenton are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

Section 9: Adoption of Budget by Cost Center

The Board of Trustees of the Charter Township of Fenton adopts the 2014 fiscal year General Fund and Fire Fund Budgets and the Sewer Fund Financial Projections by cost center. Township officials responsible for the expenditures authorized in the budget are authorized to expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and to make transfers among the various line items contained in the cost center appropriation.

Section 10: Appropriation not a Mandate to Spend

Appropriations shall be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within

**CHARTER TOWNSHIP OF FENTON BOARD OF TRUSTEES
MINUTES FOR REGULAR MEETING OF DECEMBER 2, 2013**

appropriations, and shall not issue any township order for expenditures that exceed appropriations.

Section 11: Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various cost centers without prior board approval, if the amount to be transferred does not exceed \$10,000 or 10% of the appropriation item from which the transfer is to be made, whichever is less. The Board shall be notified at its next meeting of any such transfer made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total General Fund budget be changed without prior board approval.

Section 12: Periodic Fiscal Reports

The fiscal officer shall transmit to the board within 30 days of the end of each quarter, a report of financial operations, including, but not limited to:

- a. a summary statement showing the receipts and expenditures and encumbrances for the previous month, and for the current fiscal year to the end of the previous month.
- b. a detailed list of:
 - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year; and the balance of estimated revenues to be collected in the then current fiscal year.
 - ii. for each cost center: the amount appropriated; the year-to-date amount charged to each appropriation in the previous quarter for the current fiscal year; and the unencumbered balance of appropriations;

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 14: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that the expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 15: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978).

Section 16: Board Adoption

Motion to adopt Resolution No. 2013-24 as presented.

Motion by: Krug

**CHARTER TOWNSHIP OF FENTON BOARD OF TRUSTEES
MINUTES FOR REGULAR MEETING OF DECEMBER 2, 2013**

Seconded: Tucker
Ayes: Mathis, Krug, Tucker, Goupil, Kesler, Lorraine, Shumaker
Nays: None

Motion carried. Resolution declared adopted.

REPORTS:

None

COMMUNICATIONS:

None

ADOPTION OF ORDINANCES:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Proposed 2014 GIS Services Agreement - North Arrow Technologies

Supervisor Mathis reviewed a proposed GIS Services Agreement with North Arrow Technologies for 2014. The hourly rates and scope of work in the agreement are the same as 2013, with total estimated costs decreasing by \$2,850. Trustee Lorraine asked if this service has been competitively bid. Operations Manager Broecker confirmed that hourly rates for similar services were obtained from other companies a few years ago. North Arrow's rates are very reasonable and have not increased in several years. There was no further discussion.

Motion to approve the 2014 GIS Services agreement between the Charter Township of Fenton and North Arrow Technologies, Inc. as presented.

Motion by: Tucker
Seconded: Kesler
Ayes: Mathis, Krug, Tucker, Goupil, Kesler, Lorraine, Shumaker
Nays: None

Motion carried.

Designation of Representatives – Genesee County Metropolitan Alliance

Supervisor Mathis reported that the Genesee County Metropolitan Alliance asks the communities to appoint or re-appoint members to the Alliance each year. Each community may appoint one elected official, one citizen representative and one alternate. Those appointments are currently filled by Trustee Lorraine, Andy Marko (citizen) and Clerk Krug (alternate). After a lengthy discussion regarding the benefits of attending GCMA meetings, the board decided to re-appoint the same representatives.

Motion to re-appoint Trustee Lorraine as primary representative, Andrew Marko as citizen representative and Clerk Krug as alternate on the Genesee County Metropolitan Alliance.

Motion by: Goupil
Seconded: Tucker
Ayes: Mathis, Krug, Tucker, Goupil, Kesler, Lorraine, Shumaker
Nays: None

**CHARTER TOWNSHIP OF FENTON BOARD OF TRUSTEES
MINUTES FOR REGULAR MEETING OF DECEMBER 2, 2013**

Motion carried.

Proposed 2014 Building Inspection Services Agreement - D&G of Michigan, Inc.

Supervisor Mathis stated that the Township hired David Gibson as a contracted Building Official in 2009. Since that time this arrangement has worked out very well for the Township and Mr. Gibson has done an outstanding job. Since the level of building activity remains relatively low, she recommends that the Township renew this agreement for 2014. Other than the appropriate date changes, the proposed agreement is identical to the current one.

Motion to approve the Building Inspection Services agreement with D&G of Michigan, Inc. as presented.

Motion by: Lorraine

Seconded: Tucker

Ayes: Mathis, Krug, Tucker, Goupil, Kesler, Lorraine, Shumaker

Nays: None

Motion carried.

Proposed Catch Basin Repair – Haddon Drive

Supervisor Mathis reviewed a cost proposal from the Genesee County Road Commission to repair a drainage catch basin on Haddon Drive. The total cost is estimated to be between \$2,800 and \$5,600, which would be divided equally between the road commission and the Township. Trustee Lorraine asked why the estimated cost covers such a wide range. Supervisor Mathis responded that the cost estimate is an average for similar repairs. The extent of needed repairs won't be known until after the work begins.

Motion to approve the repair of the catch basin at 13375 Haddon Drive at an estimated cost of \$1,400-2,800, as presented.

Motion by: Tucker

Seconded: Kesler

Ayes: Mathis, Krug, Tucker, Goupil, Kesler, Lorraine, Shumaker

Nays: None

Motion carried.

Termination of Sewer Easement – 2205 North Long Lake Road

Supervisor Mathis reported that, when the assisted living facility located next to Fire Station No. 1 was in the process of being sold earlier this year, the title search uncovered an old sewer easement on the property, which was granted to the Township in 1991. After some research it was determined that there is no sewer line located within the easement, and Fenton Township has no need for such an easement. This was communicated to the property owner by letter to allow the closing of the property sale to proceed. The letter also indicated that the Township agreed to follow up to formally terminate the easement, which we have now been asked to do. Treasurer Tucker stated that he believes that the legal description in the original easement was inaccurate and was intended to be in a different location. Terminating the easement will correct this error.

Motion to approve the Termination of Sanitary Sewer Easement, as recorded on July 9, 1991 in Mortgage Liber 2431 on page 366 of the Genesee County Records, as presented.

**CHARTER TOWNSHIP OF FENTON BOARD OF TRUSTEES
MINUTES FOR REGULAR MEETING OF DECEMBER 2, 2013**

Motion by: Krug
Seconded: Kesler
Ayes: Mathis, Krug, Tucker, Goupil, Kesler, Lorraine, Shumaker
Nays: None
Motion carried.

BOARD COMMENT:

Clerk Krug reported that the wife of Sheriff Pickell passed away over the weekend, with the funeral being 12/3/13. Supervisor Mathis also reported that long-time township resident Larry Makimaa passed away recently in Florida.

PUBLIC COMMENT – AGENDA OR NON-AGENDA ITEMS:

None

ADJOURN: Meeting adjourned at 8:22p.m.

Bonnie Mathis, Supervisor

Robert Krug, Clerk

Minutes Posted 12/3/13